

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**NC PRE-K STANDARDIZED SITE  
 SELECTION PROCESS OVERVIEW**  
 FOR NC PRE-K CONTRACT ADMINISTRATORS AND  
 PROGRAM CONTACTS

**DIVISION OF CHILD DEVELOPMENT  
 AND EARLY EDUCATION STAFF**

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## AGENDA

-  NC Pre-K Standardized Site Selection
-  Roles and Responsibilities
-  Review NC Pre-K Standardized Site Selection Materials
-  Review Decision Making Process

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## NC PRE-K STANDARDIZED SITE SELECTION

- The NC Pre-K Standardized Site Selection process was created in response to Legislative Provisions that required DCDEE to establish a standardized decision-making process for awarding slots and student selection locally.
- Site Selection has been in place since the 2014-2015 school year and is a required process that all Contracting Agencies must complete in order to approve new NC Pre-K sites.
- The local NC Pre-K Committee may decide that existing NC Pre-K sites that are maintaining all NC Pre-K standards do not have to reapply during the site selection process.
- Site Selection must be opened at least every two years but can be opened annually.

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## NC PRE-K STANDARDIZED SITE SELECTION

- Reasons the NC Pre-K Committee may reopen the site selection process annually include:
  - The termination of the NC Pre-K contract for an existing NC Pre-K site (voluntary or otherwise) requiring slots to be reallocated to other sites.
  - The license for an existing site has been terminated (voluntary or otherwise) requiring slots to be reallocated to other sites.
  - New sites have expressed interest in applying to be an NC Pre-K site.
  - Previous NC Pre-K sites are requesting reconsideration for participation in NC Pre-K.
  - Expansion and/or Reduction due to state or local funding, or other resources that impact the way slots and funds must be allocated.
  - Changes in the community's needs (population changes, economic changes, changes to distribution of eligible children, etc.) that impact the way slots and funds must be allocated.

## ROLES AND RESPONSIBILITIES

- The NC Pre-K Standardized Site Selection process requires participation from the NC Pre-K Contracting Agency, the local NC Pre-K Committee, and a non-conflicted Site Selection subcommittee.
- Each of these parties play a unique role and is responsible for specific steps of the Site Selection process. It is critical that each party understands their role and responsibilities and carries them out appropriately.
- NC Pre-K Site Selection Roles & Responsibilities

<p><b>NC Pre-K Contracting Agency</b></p> <ul style="list-style-type: none"> <li>• Supports the process</li> </ul>	<p><b>Local NC Pre-K Committee</b></p> <ul style="list-style-type: none"> <li>• Oversees the process</li> </ul>	<p><b>Non-conflicted Site Selection Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Conducts the process</li> </ul>
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<b>NC Pre-K-3 Site Selection Roles/Responsibilities</b>		
<b>Lead the Pre-K 4 Committee</b> <b>Manages the Process</b> • Coordinates the Pre-K 4 Site Committee and the sub-committees • Coordinates an informational meeting for the non-conflicted site • Coordinates the Pre-K 4 site information gathering and analysis • Coordinates the Pre-K 4 site selection process • Coordinates the Pre-K 4 site selection process • Coordinates the Pre-K 4 site selection process	<b>Lead the Pre-K 4 Committee</b> <b>Manages the Process</b> • Coordinates the Pre-K 4 Site Committee and the sub-committees • Coordinates an informational meeting for the non-conflicted site • Coordinates the Pre-K 4 site information gathering and analysis • Coordinates the Pre-K 4 site selection process • Coordinates the Pre-K 4 site selection process • Coordinates the Pre-K 4 site selection process	<b>Non-Conflicted Site Selection Sub-Committee</b> <b>Manages the Process</b> • Coordinates the Pre-K 4 Site Committee and the sub-committees • Coordinates an informational meeting for the non-conflicted site • Coordinates the Pre-K 4 site information gathering and analysis • Coordinates the Pre-K 4 site selection process • Coordinates the Pre-K 4 site selection process • Coordinates the Pre-K 4 site selection process

## ROLES AND RESPONSIBILITIES

## NC PRE-K CONTRACTING AGENCY - RESPONSIBILITIES

- Prepares public notices and invites eligible public and private 4/5 star and temporary rated programs to a public NC Pre-K information/application session
- Conducts a public NC Pre-K information/application session that covers the following:



## NC PRE-K CONTRACTING AGENCY - RESPONSIBILITIES

- Conducts an orientation/training session for the non-conflicted Site Selection sub-committee members, including the Additional Locally Determined Indicators as approved by the local NC Pre-K Committee, if applicable
  - NC Pre-K Site Selection Training
  - Contracting Agency staff should provide an opportunity for sub-committee members to practice scoring the Rubric using the site application and supporting documents during this session
- Prepares materials for the NC Pre-K Committee and the Site Selection sub-committee
- Collects and screens site application(s) and supporting documents for completeness

## NC PRE-K CONTRACTING AGENCY - RESPONSIBILITIES

- Supports the non-conflicted Site Selection sub-committee
  - Contracting Agency staff **DO NOT** participate in direct scoring of Rubrics or make site recommendations
- Conducts a preliminary review of all final materials completed by the NC Pre-K Site Selection sub-committee
  - See NC Pre-K Site Application Submission Checklist on the last page of the application
  - Ensure total points assigned by the sub-committee reflect documentation submitted with the application

### NC PRE-K CONTRACTING AGENCY - RESPONSIBILITIES

- Notifies applicants of the local NC Pre-K Committee's decision regarding their site application.
  - The notice of approval or denial must be written and documentation of the date of notification should be maintained by the Contracting Agency.
- Ensures the NC Pre-K Site Application **For Office Use Only** section (last page of application) is completed.

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### LOCAL NC PRE-K COMMITTEE

- Reviews and follows NC Open Meetings and Public Records Laws
  - [https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_143/Article\\_33C.html](https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_143/Article_33C.html)
  - [https://www.ncleg.net/EnactedLegislation/Statutes/html/bychapter/chapter\\_132.html](https://www.ncleg.net/EnactedLegislation/Statutes/html/bychapter/chapter_132.html)
- Determines need for the NC Pre-K Standardized Site Selection Process in collaboration with the Contracting Agency
- Reviews materials, policy and procedures, timeline and expectations for the Site Selection process
- Decides if the optional Additional Locally Determined Indicators will be used as part of the Rubric and approves the criteria

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### LOCAL NC PRE-K COMMITTEE

- Clarifies how the Local NC Pre-K Committee and NC Pre-K Contracting Agency will support the Site Selection process
- Selects members for the non-conflicted Site Selection sub-committee
- Reviews and discusses the NC Pre-K Conflict of Interest Statement to ensure sub-committee members do not have any conflict of interest or perceived conflict of interest
- Ensures all sub-committee members sign the NC Pre-K Conflict of Interest Statement
  - [https://www.ncchildcare.nc.gov/pdf\\_forms/NCPre-K\\_ConflictofInterestStatement.pdf](https://www.ncchildcare.nc.gov/pdf_forms/NCPre-K_ConflictofInterestStatement.pdf)

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### LOCAL NC PRE-K COMMITTEE

- Convenes to vote on the recommendations presented by the Site Selection sub-committee
- Ensures final Site Selection decisions are noted in the local NC Pre-K Committee meeting minutes
- Works with the Contracting Agency to review child enrollment, assign children to sites and adjust slot placements
- Determines funding/slot allocations for the upcoming program year
- Reviews approved sites according to the rankings in preparation for future budget/slot adjustments based on geographic need

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### NON-CONFLICTED SITE SELECTION SUB-COMMITTEE

- Consists of 3 (minimum) or more "non-conflicted" members as approved by the local NC Pre-K Committee
- Reads, understands, and signs the Conflict of Interest Statement (each member)
- Completes the orientation/training session provided by the local NC Pre-K Contracting Agency
- Selects a chair for the Site Selection sub-committee
- Sets date(s) for reviewing the NC Pre-K Site Applications, scoring the NC Pre-K Site Selection Rubrics, and creating recommendations for the local NC Pre-K Committee

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### NON-CONFLICTED SITE SELECTION SUB-COMMITTEE

- Utilizes the NC Pre-K Site Application Decision Tree to guide the process of recommending sites to the local NC Pre-K Committee
- Scores the NC Pre-K Site Selection Rubric for each applicant using the site application and supporting documents
  - \*\* Two or more sub-committee members should complete the Rubric for each site application to reach consensus\*\***
- Use the optional Additional Locally Determined Indicators (if applicable) as approved by the local NC Pre-K Committee across all sites
- Prepares final recommendations, rationale and ranking in writing to present to the local NC Pre-K Committee

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## STANDARDIZED SITE SELECTION MATERIALS

- [NC Pre-K Site Selection Training](#)
- [NC Pre-K Site Application Decision Tree](#)
- [NC Pre-K Site Selection Roles & Responsibilities](#)
- [NC Pre-K Conflict of Interest Statement](#)
- [NC Pre-K Site Selection Application](#)
- [Instructions for using the NC Pre-K Rubric](#)
- [NC Pre-K Site Selection Rubric](#)
- [Open Meetings Law](#)
- [Public Records Law](#)

<https://ncchildcare.ncdhhs.gov/Home/DCDEE-Sections/North-Carolina-Pre-Kindergarten-NC-Pre-K>

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## NC PRE-K SITE SELECTION APPLICATION

- The [NC Pre-K Site Selection Application](#) must be completed by each site interested in being an NC Pre-K site
  - The local NC Pre-K Committee may decide that existing NC Pre-K sites that are maintaining all NC Pre-K standards do not have to reapply during the Site Selection process
- Approved sites will be funded for the extent of the contract cycle
  - All awards are contingent upon and subject to appropriation, allocation and availability of funding through the North Carolina State Legislature and the North Carolina Division of Child Development and Early Education (DCDEE)
- Approved sites are required to comply with all applicable NC Child Care Rules, specifically Rule .3000 NC Pre-Kindergarten Services and the NC Pre-Kindergarten Program Requirements and Guidance manual during the funding cycle

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## NC PRE-K SITE SELECTION APPLICATION - SECTIONS

- Site Information
- Classroom and Family Support
- Slot Information
- Additional Program Information
- Program Standards
- NC Pre-K Site Application Submission Checklist
- Education Standards
- Signatures
- Teacher Education Worksheet
- For Office Use Only
- Geographic, Accessibility and Affordability

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The signatory certifies that the applicant has read the assessment and requirements and agrees to follow the requirements should the application be approved by the MC. The # (continues to be a MC) The # also.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## NC PRE-K SITE SELECTION APPLICATION – SCREENING FOR COMPLETENESS

- NC PRE-K SITE APPLICATION SIGNATURES SECTION – Last Page

Verify that the application has been signed and dated

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## NC PRE-K SITE SELECTION APPLICATION – SCREENING FOR COMPLETENESS

- NC PRE-K SITE APPLICATION FOR OFFICE USE ONLY SECTION – Last Page

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## NC PRE-K SITE APPLICATION DECISION TREE

- The NC Pre-K Site Application Decision Tree is to be used by the Site Selection sub-committee as a step by step guide to the site recommendation process

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NC PRE-K SITE SELECTION RUBRIC

- The [NC Pre-K Site Selection Rubric](#) is to be used by the Site Selection sub-committee as a comparative tool to help standardize the site selection process in each county or region
- [Instructions for using the NC Pre-K Rubric](#)

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NC PRE-K SITE SELECTION RUBRIC - SECTIONS

Program Standards (15 points)

Education Standards (15 points)

Geographic, Accessibility & Affordability (35 Points)

Classroom and Family Support (27 points)

Optional - Additional Locally Determined Indicators (8 points)

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NC PRE-K SITE SELECTION RUBRIC - ADDITIONAL LOCALLY DETERMINED INDICATORS

- The local NC Pre-K Committee decides if additional indicators will be used as part of the Rubric score and, if so, specifies the criteria
- The Site Selection sub-committee will insert the criteria and points approved by the local NC Pre-K Committee for the optional additional indicators

5. OPTIONAL: Locally Determined Indicators (up to 8 pts) <small>*These criteria must be approved across all sites for consistency</small>		Points

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## NC PRE-K SITE SELECTION RUBRIC - ADDITIONAL LOCALLY DETERMINED INDICATORS

- If additional indicators are added to this section, the same criteria (indicators and point values) must be applied across each Rubric completed
- Indicators must be applicable to every site that applies
- Additional indicators do not have to total 8 points but cannot exceed 8 points
- Examples of indicators:
  - Other resources that are utilized by each individual site (i.e., T.E.A.C.H., WAGES, other compensation: Retirement Plan, Cafeteria Benefits)
  - Additional Trainings that individual staff members have completed
  - Provide mentor or coach for teaching staff

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## NC PRE-K SITE SELECTION RUBRIC – DETERMINING THE TOTAL SCORE

- The Site Selection sub-committee will add up the points awarded in each section of the Rubric to determine the site's total score
- The total possible points will vary from 92 – 100 depending on the number of points assigned to the optional Additional Locally Determined Indicators section
- The Contracting Agency will conduct a review of the Rubrics and ensure total points assigned by the sub-committee reflect documentation submitted with the application

Subcommittee Score each section		Maximum Points	Points
1. Program Standards		100 Points	
2. Community Involvement		20 Points	
3. Recruitment, Retention and Professional Development		20 Points	
4. Classroom and Family Support		20 Points	
5. Additional Locally Determined Indicators		See the 8 points	
Total Sub-Committee		160 Points	

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## NC PRE-K SITE SELECTION SUB-COMMITTEE - RECOMMENDATIONS

### Next Steps:

- The Site Selection sub-committee uses the Rubric rankings to create a recommendation
  - Additional factors to assist in determining the recommendations may include site visits to verify classroom status/quality, additional reports from staff about monitoring findings or contract/fiscal compliance findings, DCDEE visit summaries, teacher education/licensure information, geographic need, etc.
- The Site Selection sub-committee creates a **written** document to be shared with the NC Pre-K Committee that includes final site recommendations, the rationale for the sub-committee's recommendations, and the site rankings
- The Site Selection sub-committee hands off all rank ordered applications with attached Rubrics and any additional materials to the NC Pre-K contracting agency to maintain on file

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## NC PRE-K SITE SELECTION SUB-COMMITTEE - RECOMMENDATIONS

### Next Steps (continued)

- The NC Pre-K Committee convenes to vote on the recommendations presented by the Site Selection sub-committee
- The Contracting Agency provides a written notice to all site applicants of the NC Pre-K Committee's decisions
- The Contracting Agency ensures the **For Office Use Only** section of the NC Pre-K Site Application is completed with all requested information

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## QUESTIONS AND ANSWERS



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## QUESTIONS AND ANSWERS

If you have additional questions please contact your [NC Pre-K Program Policy Consultant](#)

West Region – Jennifer Griffith - [Jennifer.Griffith@dhhs.nc.gov](mailto:Jennifer.Griffith@dhhs.nc.gov)

Central Region – Sharon Stukes - [Sharon.Stukes@dhhs.nc.gov](mailto:Sharon.Stukes@dhhs.nc.gov)

South Central Region – Sharon Spigner - [Sharon.Spigner@dhhs.nc.gov](mailto:Sharon.Spigner@dhhs.nc.gov)

North East Region – Fran Minton - [Fran.Minton@dhhs.nc.gov](mailto:Fran.Minton@dhhs.nc.gov)

East Region – Jeanne Barnes - [Jeanne.Barnes@dhhs.nc.gov](mailto:Jeanne.Barnes@dhhs.nc.gov)

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